

Professional and Managerial Branch  
Planning Series

CHIEF URBAN PLANNER/COMPREHENSIVE LAND  
USE AND TRANSPORTATION PLANNING  
06/83

#### CHARACTERISTICS OF THE CLASS:

Under general direction, plans, directs, supervises and coordinates the operation, functions and activities of the land use and transportation planning division, and performs related duties as required.

#### EXAMPLES OF DUTIES:

Plans, directs, and supervises operations, functions and activities of the Land Use and Transportation Planning Division; designs and supervises development of long range plans for physical development of the City and the urbanized area outside the City limits including projection of land use, population, transportation system, housing, capital improvement program, community facilities and neighborhood plans.

Makes recommendations to the Director of Planning, the City Plan Commission, the Mayor and City Council on land use and transportation plans, policies, ordinances, and programs; monitors subdivision, zoning change requests, master plans, and public and private development proposals for compliance with the long range comprehensive and the transportation plan; as assigned, acts on behalf of the Director in administrative and personnel matters in his absence or as assigned.

Directs the preparation, co-ordination and adoption of neighborhood, city-wide, and regional land use and transportation plans by the appropriate City and joint City-County-State committees, commissions, boards, and elected officials.

Co-ordinates highway and transit plans of the City with the Long Range Comprehensive plan for the City; co-ordinates highway and transit plans of the City with the County, State and Federal officials and agencies.

Directs the preparation of applications for State and Federal planning funds; prepares budgets for the use of State and Federal planning funds; monitors the expenditure of State and Federal planning funds by the various eligible City departments; directs the preparation of billings for reimbursement by State and Federal agencies of planning activities carried out by the City.

Prepares technical reports on land use and transportation plans; maintains records of expenditure of State and Federal planning funds; maintains reference materials on the state of the art of land use and transportation planning techniques; maintains records of State and Federal regulations affecting land use and transportation planning.

As assigned represents the Department of Planning, Research and Development at public meetings before the City Planning Commission, the City Council, other boards and commissions on matters affecting the Long Range Comprehensive Plan and the Transportation Plan.

Supervises, trains, and evaluates the work of assigned professional and sub-professional personnel; enforces personnel rules and regulations standards of conduct and work attendance; enforces safety practices and procedures.

#### MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree (Master's desirable) in urban and regional planning, City planning, Public Administration, Transportation, Engineering or related field and six years of progressively responsible experience in the field of urban or regional planning, transportation planning, including two years at a supervisory level; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, practices and techniques of transportation and urban planning; considerable knowledge of Federal, State and local laws and regulations

regarding transportation and city planning; considerable knowledge of socio-economic, environmental and physical needs of a community.

Ability to initiate, develop, document and present short and long range land use and transportation plans; ability to analyze, interpret information and make recommendations; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to express oneself clearly and concisely both orally and in writing; ability to supervise, train and evaluate the work of assigned personnel; ability to enforce personnel rules and regulations; standards of conduct and work attendance; ability to enforce safe working practices and procedures.

Physical Requirements: Sitting for long periods of time, mobility within an office environment, occasional operation of a motor vehicle through city traffic.

Licenses and Certificates: Texas Operator's License.

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Director of Personnel

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Department Head

OFFICIAL